



COMMONWEALTH of VIRGINIA

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TO: **All Reportline Users**

SUBJECT: **Reportline Enhancements & Your PC Extraction (Unzip) Software**

We will release Reportline changes in mid-April to allow you to view, print, and save MULTIPLE reports without opening each report separately. You will be able to add reports to a Download Folder—similar to adding products to a shopping cart for checkout. You will retain still your current function of viewing, printing, and saving reports singularly.

If you opt to use the *Download Folder* feature, reports will be compressed (zipped) on our end and extracted (unzipped) on your side. Thus, software to UNZIP your compressed Reportline reports will be YOUR responsibility to have installed at your desktop PC. To use the new download features, you will need to have extraction software on your desktop PC to unzip the compressed (zipped) Reportline reports created for you. Usually you will find this software bundled already with your PC's operating system.

Please verify before mid-April 2007 that your desktop personal computer has UNZIP software installed. Treasurer and Clerk of the Court staff users might prefer to access reports singularly; if so, the need for UNZIP software would not be applicable.

Further, Reportline will display in a new format as all DOA Internet applications will conform to newly-issued VITA guidelines; Reportline will be the first.

When our changes go into effect Statewide, Reportline *User* and *Agency Security Officer* manuals will be released simultaneously for online access and I will notify you via e-mail before the cutover date.

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